



# ***JOB OPPORTUNITY***

**CALIFORNIA DEPARTMENT OF INSURANCE**  
**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**  
**\$4,400 - \$5,508**  
**HUMAN RESOURCES MANAGEMENT DIVISION**  
**Training/Health and Safety Unit**  
**SACRAMENTO**

The **California Department of Insurance (CDI)**, **Human Resources Management Division** is seeking an Associate Governmental Program Analyst in the Training/Health and Safety Unit. We are housed in a building offering many amenities including concierge, on-site ATM, pre-tax parking, and a location within walking distance to a variety of restaurants, Old Sacramento, the Downtown Mall, and public transportation including light rail.

**RESPONSIBILITIES:** Under the general direction of the Staff Services Manager I in the Training/Health and Safety Unit, the incumbent will work as part of a team focusing on training, training administration, and workforce development. The incumbent will also be assisting in the varied aspects of the health and safety needs of the organization including ergonomic assessments, reasonable accommodation, return to work, and workers' compensation.

Duties include developing, tracking, registering, processing, and facilitating training. The incumbent may lead or work as part of a team in developing and delivering curriculum for various educational topics. Assist management in developing staff by assessing training needs and designing training plans. Applicant must be willing to travel occasionally.

**DESIRABLE QUALIFICATIONS:**

- Ability to work with independence under general direction;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Strong written communication skills with the ability to analyze data and independently prepare proposals and justifications;
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve disputes;
- Ability to develop effective working relationships with all levels of staff;
- Desire to encourage and support the development of staff;
- Knowledge of the aspects of various workforce development programs;
- Experience creating customized presentations, brochures, training materials and correspondence;
- Knowledge of training delivery methods, instructional tools and presentations;
- Knowledge of ergonomic and Return to Work (RTW) program principles and ability to carry out its objectives;

---

**DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

---



# JOB OPPORTUNITY

## CALIFORNIA DEPARTMENT OF INSURANCE

---

### DESIRABLE QUALIFICATIONS CONTINUED:

- Knowledge of health and safety policies and programs including Injury and Illness Prevention Program, OSHA Reporting, and Workplace Violence Prevention Program.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

### STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Nicole Terrell, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814 – Human Resources. **Please indicate "Training/Health and Safety Analyst #413-191-5393-004" on the State application.** For additional information, please call (916) 492-3316 or [Nicole.terrell@insurance.ca.gov](mailto:Nicole.terrell@insurance.ca.gov).

**FINAL FILING DATE:** March 28, 2014 – Close of Business (5:00 p.m.)

**NOTE:** Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

---

### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

---